

HOW TO APPLY FOR A JOB WITH THE STATE OF MICHIGAN

Application Process

The State of Michigan selection process uses a web-based vacancy-driven system to fill positions in the classified state service. This means jobs are posted to the Civil Service Commission's website when there is a hiring need, and use of an electronic application process (NEOGOV) is used to apply for state employment in lieu of a resume and cover letter. You can apply for any job of interest to you while it is posted on our website.

To view vacancies go to www.michigan.gov/statejobs (click on "MI Jobs Your Career Starts Here"). To build your electronic application ("Profile"), follow the instructions in **How to Apply** link. You can build and save multiple versions of your application and download your transcripts to our secured site for repeated access.

Complete and submit an electronic **JOB INTEREST CARD** to receive an automated e-mail alert for 12 months when jobs of interest to you are posted.

Michigan Civil Service Commission Career Services

The Career Services office within the Michigan Civil Service Commission (MCSC) provides applicants with employment information regarding all state agencies.

Offices in Lansing and Detroit offer personalized assistance with career planning, including review of your resume to determine classifications you may be eligible for based on your experience and education. To request a review, submit your resume to either office at the address or fax number below or send an e-mail to MCSC-CareerServices@michigan.gov.

At www.michigan.gov/mdcs you will find information on Veterans Preference, Job Specifications and Pay (a generic description of the classification, typical duties, any required knowledge, skills, abilities, education, or experience and pay rate), tips on How to Prepare for an Interview, Examinations, Examination Schedules, Career Path Charts, and more.

LANSING OFFICE
400 South Pine Street, Suite 101
Lansing, MI 48909
(800) 788-1766 [toll free]
(517) 373-3030 [voice]
(517) 373-7690 [fax]

DETROIT REGIONAL OFFICE
3042 West Grand Boulevard
Suite 4-400
Detroit, MI 48202
(313) 456-4400 [voice]
(313) 456-4411 [fax]

www.michigan.gov/mdcs

If you have a hearing impairment, call 711 or 1-800-649-3777.

The following link will take you to our customer survey. We appreciate your feedback.

<http://web1mdcs.state.mi.us/CareerServicesCustomerService/CareerServicesCustomerService.htm>



The State of Michigan is an Equal Opportunity Employer

FOLLOW US ON [twitter](#) @SOMCareers

FREQUENTLY ASKED QUESTIONS

- 1) **Where are vacancies posted?** Jobs for all departments in state government are posted at www.michigan.gov/statejobs (click on “MI Jobs Your Career Starts Here”).
- 2) **How do I apply for a job?** Click “Apply” on the job posting to attach and submit the application and any required documents (see “How to Apply” for detailed instructions).
- 3) **How do I apply to take an examination?**
 - a. Go to www.michigan.gov/mdcs
 - b. Click on **MCSC Forms** in the right column
 - c. Click on **Applications for Examinations** and choose the examination of interest
- 4) **How do I know if a college degree is required?** The job posting will indicate if a degree is required. For a list of jobs that require a degree go to:
 - a. www.michigan.gov/mdcs
 - b. Click on **Career Services** in the left column and see the Career Planning Tools section
 - c. Click on **College Degree Requirements for Civil Service classifications**
- 5) **How should I apply when I do not have access to a computer or the Internet?** Contact your local library, MI Works! Office, or the Detroit or Lansing office of Career Services with the MCSC.

STATE JOBS REQUIRING EXAMINATION

For the following examinations, applicants must take and pass the examination before applying for a vacancy:

EXAM NUMBER	EXAM TITLE	JOBS REQUIRING THIS EXAM
2002	Entry-Level Law Enforcement	Conservation Officer 10 Motor Carrier Officer (Recruit) 9 State Trooper 10
4012	Entry-Level Security	Corrections Officer 8
9031	Supervisory	(Numerous classifications)

The applicable Math, General or Secretary test of the following examination is administered when an applicant is selected for an interview. A passing score is required for further consideration.

EXAM NUMBER	EXAM TITLE	JOBS REQUIRING THIS EXAM
5030	Administrative Support	
	<i>Jobs covered by Math test</i>	Accounting Assistant 5—8 Calculations Assistant 5—8
	<i>Jobs covered by General test (Requires 25 corrected WPM.)</i>	Data Coding Operator 5—8 General Office Assistant 5—8 Human Resources Assistant 7—9 Library Assistant 5—8 Medical Benefits Reviewer 5—8
	<i>Jobs covered by Secretary test (Requires 40 corrected WPM.)</i>	Executive Secretary E10—11 Legal Secretary 7—9 Secretary 7—9 Word Processing Assistant 5—8